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9 November 1960

MEMORANDUM FOR: Department of the Air Force
Headquarters USAF

ATTENTION : Col. R. E. Weinzettel
Chief, Dissemination Services Division
AFCIN-3DX

SUBJECT : Selective Dissemination of CIA Reports

REFERENCE : AFCIN-3DX memorandum to CIA dated 31 October 1960;
same subject.

1. We are very much concerned with increasing the efficiency of the dissemination of CIA reports, especially within the intelligence community. We are therefore interested in studying the specific requirements of the several USAF users so as to determine what additional time and personnel would be needed by us to perform this service.

2. Your statistics on the utilization of CS reports reveal that you use 2 or more copies of 88% of all the CS reports received. It would be uneconomical, we believe to read all the reports and screen out only 12% of those presently being forwarded to you by our printer on standard distribution. At least 3 to 5 additional work days would be required for handling and distributing if the reports were read for selective dissemination to the Air Force. This would result in the duplicate reading of 40% of the CS reports for Air Force dissemination presently being handled by your Automatic Disseminator.

3. Your statistics also reveal that you are throwing away about 63% of the copies of CS reports distributed to you. If you reduced your copy requirements from 12 to 5 copies per document, you would receive only 1,000 copies per day as compared to 2,400 and have to throw away only 408 as compared with 1,518 of the copies received, but you would have to either route or make additional copies of 10% of the documents received for the cases where you presently use all 12 copies.

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4. We suggest you reduce your copy requirements for CS reports from 12 to 5 so as to reduce your destruction chore. We also suggest that representatives from our Document Division meet with your people on their own home ground to develop a better understanding of your various user requirements as an initial step in tackling possible changes in dissemination procedures. In that regard, I refer you to CODIB-P-5/3, 8 November 1960 (CODIB Program in Fiscal Year 1961), page 3; the points mentioned there on dissemination tie-in with your request - the discussion suggested above between our offices could be a useful fact-finding beginning for a possible general community consideration through CODIB.

Paul A. Boral
Assistant Director

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